



VARIANCE APPLICATION PROCEDURES

Purpose and Applicability: A variance is a modification of the bulk and placement requirements within an ordinance. Examples of variances may include a modification to the lot size, lot coverage, setbacks, height or other design standard. A variance may not be considered a right or special privilege but may be granted to an applicant only upon a showing of undue hardship because of characteristics associated with the site and that the variance is not in conflict with the public interest. Upon receipt of a complete application, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and renders a decision. If granted, the Commission may also prescribe appropriate conditions and safeguards in consideration of applicable standards, testimony and documentation provided. Prior to applying for a variance, consultation with City Staff is recommended.

Applications can be submitted by visiting www.sandpointidaho.gov/planningapply. In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at **(208) 263-3370** or contact us via our email form at www.sandpointidaho.gov/contactplanning.

- ☐ **Project Narrative:** Include a narrative statement demonstrating that the requested variance conforms to the following standards:
 - a. That special conditions and circumstances exist which are peculiar to the land, structures or buildings in the same district.
 - b. That a literal interpretation of the applicable sections of the Sandpoint Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of said Sandpoint Code.
 - c. That special considerations, conditions, and circumstances do not result from actions or desires of the applicant and that granting the variance requested will not confer on the applicant any special privileges that are denied by the Sandpoint Code to other land, structures or buildings in the same district.
- ☐ **Site Plan:** Provide a scaled site plan (minimum scale is 1" = 100'), which shows the property under consideration, location of all improvements and proposed or existing structures on said property.
- ☐ **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
- ☐ **Map & Pictures:** Provide one 8.5"x11" map of the area in which the variance is requested along with at least two digital or hard copy pictures taken from a least two different angles/views of the site pertaining to the requested variance.
- ☐ **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at www.sandpointidaho.gov/planbuildapps.